

MEETING MINUTES

MILPITAS CITY COUNCIL RULES SUBCOMMITTEE

Minutes of:	City Council Rules Subcommittee
Date:	Thursday, May 30, 2019
Time:	5:00 PM
Location:	Milpitas City Hall, Committee Room 455 E. Calaveras Blvd., Milpitas, CA

1. Call to order and Roll Call: Meeting was called to order by Mayor Tran at 5:05 PM. He and Vice Mayor Dominguez were present along with City Attorney Chris Diaz, Assistant City Manager Ashwini Kantak, Deputy City Manager Steve McHarris and City Clerk's office staff.
2. Approve Meeting Minutes – Minutes of May 10, 2019 meeting were approved.
3. Public Forum - none
4. Discuss Draft Guidelines

Vice Mayor Dominguez and Mayor Tran discussed membership of the Rules Subcommittee. The Mayor would be appointed to a two year term. Second Subcommittee member would rotate in one year terms, appointed by the Mayor. The Subcommittee would meet routinely on Fridays, 10 days prior to a regular City Council meeting. Assistant City Manager Ashwini Kantak reviewed a "Council Agenda Setting" process with the Subcommittee, and both members agreed with 4 steps identified a – d (displayed on slides).

Various methods to permit City Councilmembers to add items to a Council meeting agenda were discussed. Vice Mayor Dominguez preferred the requests to be in writing. Mayor Tran liked the current rule to ask for Council approval when a topic would need 4 or more hours of staff time to work on a specific agenda item. Vice Mayor Dominguez felt that one Councilmember should seek the support of one other Councilmember by written memo to get an item added.

The Rules Subcommittee recommended specific language on the draft Guidelines for the Council, requiring a Councilmember to complete a to-be-developed "Agenda Item Request Form," have one additional Councilmember sign on to the form, submit it to City Manager, and then bring the forms to the Rules Subcommittee to review. The Subcommittee could review items, which would then be placed on the Council agenda.

Staff suggested the need for a specific priority list of topics, and for staff to provide input on items that would be required for City Council action or added in an emergency.

Vice Mayor Dominguez stated she would ultimately want these new guidelines or rules to be incorporated into the Milpitas Municipal Code, when the City Attorney inquired if these should be permanent regulations. Mr. Diaz proposed that could be done in the future after the Guidelines were approved by City Council and implemented for several months, before bringing an Ordinance to Council to amend the municipal code.

The newly recommended method for adding City Councilmember items to the meeting agendas via the process established would no longer permit individual oral requests from the dais or directly to the City Manager.

Staff said there would be an update report provided to City Council, as requested, at the June 4 City Council meeting, and then later, a formal proposal brought for a vote on the June 18 meeting agenda.

5. Adjourn: Mayor Tran adjourned the meeting at 6:56 PM. The next meeting would be scheduled on Friday, June 7 at a time to be determined.

*Minutes prepared by
Mary Lavelle, City Clerk*